D: (Name, office symbol, room number, building, Agency/Post) A/EO/DDA			Initials	Date 28 MAY 1981
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Action	File	Note and Return		
	For Clearance	Per Conversation		
Approval		Prepare Reply		
Approval As Requested	For Correction	Pre	sale Kehil	
 	For Correction For Your Information	See		- Aller Alle
As Requested		See		

The attached memo was brought up at the staff meeting (DDA's) on 28 May. If Office Directors have any items for discussion they are to call the Acting EO by mid-afternoon on 29 May.

ba

Negative response phoned in to Bob Gates' office on 29 May 81, 1650 hrs.

ba

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions				
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REMARKS

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27 May 1981

MEMORANDUM FUR: See Distribution

SUBJECT

DCI and DDCI Meeting with Secretary of State Haig,

Tuesday, 2 June 1981

- 1. The Director and Admiral Inman are scheduled for a breakfast meeting with Secretary Haig on Tuesday, 2 June, at 0745. It is requested that any suggestions you may have for possible topics to be raised by either be furnished in writing to Robert Gates, Director, DCI/DDCI Executive Staff, by 1200 hours 1 June, in order to forward these topics to the Director for his consideration. A negative response is requested. Where appropriate, please prepare succinct talking points on a separate piece of paper to cover any backup material you forward.
- 2. In addition, it would be appreciated if the subject matter of these topics could be identified by phone to Mr. Gates' office (extensions by 1700 hours 29 May.

STAT

Deputy Executive Secretary

STAT

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